

AR16 - RECORD COLLECTION – UNBILLED RECEIPT (MISCELLANEOUS RECEIPTS)

Source Document: Departments Payment Batch Header
Check Copy

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

This training describes the recommended procedures for recording collections of unbilled revenue, reimbursement, and abatement receipts. The AR Payment Processor will perform the steps necessary for recording the receipts by using the **Direct Journal** function.

Refer to the eLearning course list for AR Training on other receipt collections such as billed receipts and direct transfers.

Departments will use their existing business processes to deposit receipts to their bank prior to posting in FI\$Cal.

The **Source Documents** for recording miscellaneous receipt bank deposits are:

1. Departments Payment Batch Header
2. Copy of check


AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts)(cont'd)

An example of the Departments **Payment Batch Header** shown below shows three unbilled receipts: \$200 in unbilled revenue, \$250 in unbilled reimbursement, and \$25 in unbilled abatements.

DEPARTMENT OF FINANCE PAYMENT BATCH HEADER																		
										<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DEPOSIT ID #</td> <td style="text-align: right;">494</td> </tr> <tr> <td>BATCH TOTAL</td> <td style="text-align: right;">475.00</td> </tr> <tr> <td>BATCH COUNT</td> <td style="text-align: right;">3</td> </tr> <tr> <td>FM</td> <td style="text-align: right;">Apr-10</td> </tr> </table>	DEPOSIT ID #	494	BATCH TOTAL	475.00	BATCH COUNT	3	FM	Apr-10
DEPOSIT ID #	494																	
BATCH TOTAL	475.00																	
BATCH COUNT	3																	
FM	Apr-10																	
Pmt #	AMOUNT	TYPE	FY	REPORTING UNIT	PROGRAM	ACCOUNT	PROJECT	ACTIVITY	BUDGET DATE / ALT ACCT	REF & FUND / Comment								
1	200.00	REVENUE MISC	2015			4172500 misc rev				REF = 001 FUND = 0001								
2	250.00	REIMBURSEMENT BOS GOV BUD TRAINING	2015	88604520 BOS/FO	6770028	4810000 interdpt reimb	0000000000000688	0000000000000001	Alt Acct s/be 4810000000	REF = 001 FUND = 0001								
3	25.00	ABATEMENT XEROX	2015	88609300 (DEPT WIDE)	9999	5302300				REF = 001 FUND = 0001								
475.00																		
<div style="display: flex; justify-content: space-between;"> <div> <p style="color: red; margin: 0;">475.00 Total Deposit</p> <p>AR Payment Processor Notes:</p> <p>BANK ACCT 244</p> <p>Set up on Payment Tab: Check, Check, GEN CASH</p> <p>For non-AR payments, select the Journal Directly Box</p> <p>Validation after posting and AR module has been batch processed:</p> <p style="color: red;">AR > Payments > Review Payments > Incomplete Payments</p> <p>Note: any incomplete item listed must be researched and resolved in the AR Module</p> </div> <div> <p>Bank Deposit Slip # 1244000255</p> <p>Bank Deposit Date 4/15/2016</p> </div> </div>																		
										<div style="border-top: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> AR Payment Processor DATE </div>								
										<div style="border-top: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> AR Payment Approver DATE </div>								

Useful information such as bank deposit slip number and date are included on this form.

An example of another source document includes a copy of the incoming check.



STATE OF CALIFORNIA

WARRANT NUMBER
06-648963

THE TREASURER OF THE STATE WILL PAY OUT OF THE

FUND NO. **0942** FUND NAME **SPECIAL DEPOSIT FUND**

IDENTIFICATION NO. XXXXXMT

MO. | DAY | YR.
3100 04 | 02 | 2016

90-1342/1211
6648963


TO: 644067

- - - 8860 Department of Finance - F

FI00***17899100
915 L Street, 7th Floor
Sacramento, CA 95814

DOLLARS	CENTS
***200.	00

Betty T. Yee
BETTY T. YEE
CALIFORNIA STATE CONTROLLER




1 244000 253 5 100000 59

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:

- 1** - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2** - Enter your Business Unit in the **Add a New Value** tab
- 3** - Click Add


1


Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit



Regular Deposit

2

Deposit Unit: 

Deposit ID: 

3

The **AR Payment Processor** will post the following fields on the **Totals** tab:

- 1 - Enter Accounting Date (Bank deposit date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter your agency Centralized State Treasury (CTS) Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the STO Report of Deposit number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI\$Cal

Totals Payments

Unit: 8860 Deposit ID: NEXT Delete Deposit

1	*Accounting Date:	04/11/2016		6	Control Currency:	USD
2	*Bank Code:	STATE	State Bank		Format Currency:	USD
3	*Bank Account:	244	244		Rate Type:	CRRNT
4	*Deposit Type:	R	Regular		Exchange Rate:	1.00000000
5	Bank Deposit Number:	1244000253			Identifier:	

The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Payments tab:

- 7** - Enter the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8** - Enter **Count**
- 9** - Click on the **Payments** tab at the top

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TotalsPayments

Control Totals

Control Total Amount:	7	475.00	*Count	8	3
Entered Total Amount:		0.00	Count:		1
Difference Amount:		0.00	Count:		-1
Posted Total Amount:		0.00	Count:		0
Journalled Total Amount:		0.00	Count:		0

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts)(cont'd)

For unbilled revenue, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the **Journal Directly** checkbox
- 4 - Select “Check” for Payment Method
- 5 - Under the Additional Payment Information, select “Check” for Payment Method and Gen Cash for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box

The screenshot displays the FISCal AR Payment Processor interface. The top navigation bar includes 'Favorites', 'Main Menu', and a breadcrumb trail: 'Accounts Receivable > Payments > Online Payments > Regular Deposit'. The 'Payments' tab is selected and highlighted with a blue box. Below the navigation bar, the 'Unit' is 8860, 'Deposit ID' is NEXT, 'Date' is 04/18/2016, and 'Balance' is Not Balanced. The 'Payment Information' section contains fields for 'Payment Seq:' (1), 'Amount:' (200.00), 'Rate Type:' (CRRNT), '*Payment ID:' (1), 'Currency:' (USD), 'Exchange Rate:' (1.00000000), and '*Accounting Date:' (04/11/2016). The 'Payment Method:' is set to 'Check' (4). The 'Journal Directly' checkbox is checked (3). The 'Additional Payment Information' section includes 'Payment Method:' (Check), 'Cash Type:' (Gen Cash), 'Check Date:', 'Description:', 'Reference Number:', 'City Code:', 'County Code:', and 'Tax Amount:'. A 'Notes' box (6) is at the bottom. A blue box highlights the 'Journal Directly' checkbox and the 'Additional Payment Information' section. A note box at the bottom right states: 'NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process.'

Unit: 8860 Deposit ID: NEXT Date: 04/18/2016 Balance: Not Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment ID: 1 REVENUE-MISC *Accounting Date: 04/11/2016

Amount: 200.00 Currency: USD Exchange Rate: 1.00000000

Rate Type: CRRNT ☒ Journal Directly ☐ Range of References

Payment Method: Check Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: Check Reference Number: ☐ Received by SCO


Cash Type: Gen Cash City Code: County Code: Tax Amount:

Check Date: Description: Notes

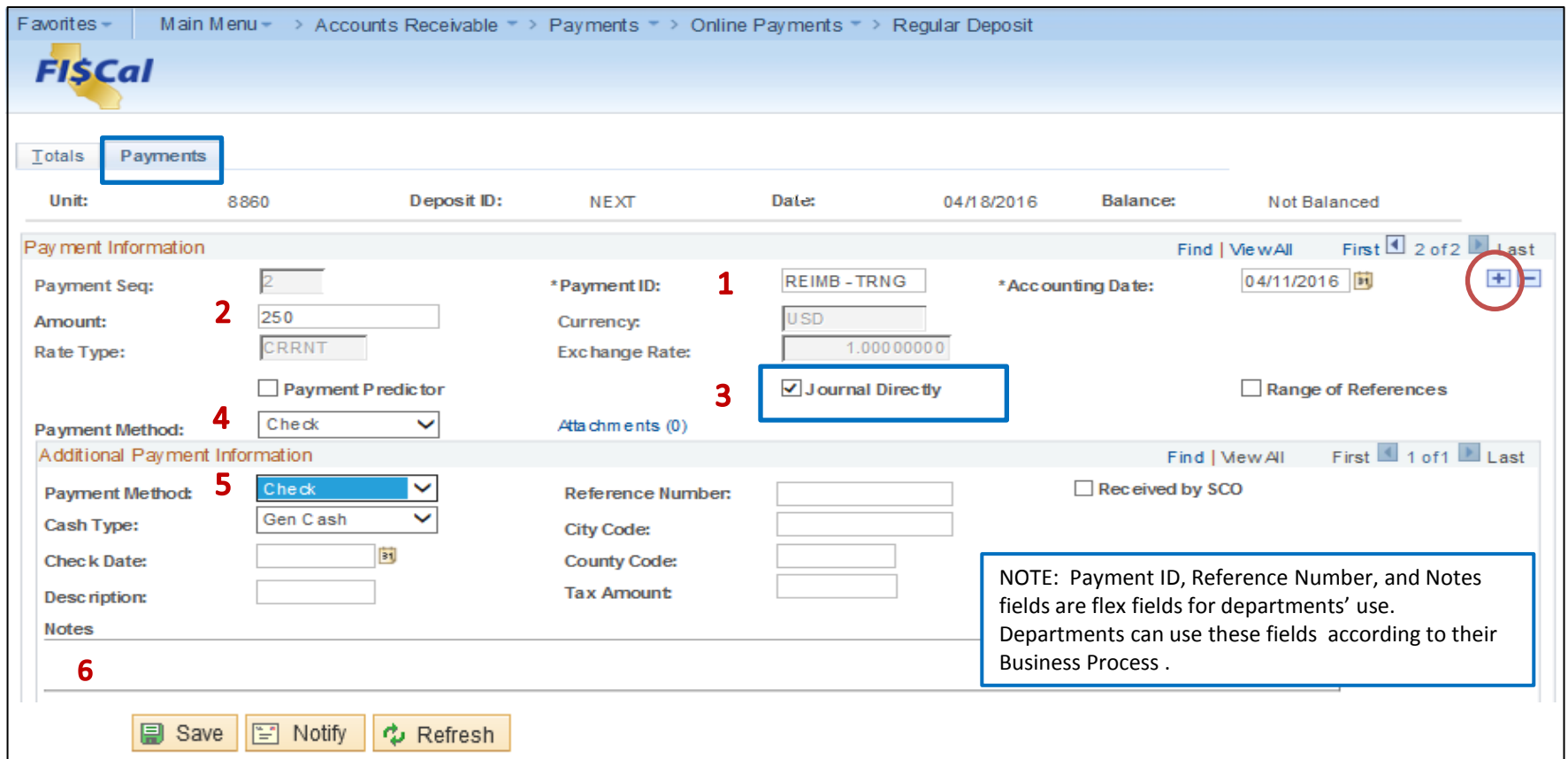
6

Save Notify Refresh

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts)(cont'd)

Using the scroll bar, scroll back to the top of the page and click the  sign to add a new payment. For unbilled reimbursement, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 4 - Select "Check" for Payment Method
- 5 - Under the Additional Payment Information, select "Check" for Payment Method and Gen Cash for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box



Unit: 8860 Deposit ID: NEXT Date: 04/18/2016 Balance: Not Balanced

Payment Information

Payment Seq: 2 *Payment ID: 1 REIMB - TRNG *Accounting Date: 04/11/2016

Amount: 2 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.0000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: 4 Check Attachments (0)

Additional Payment Information

Payment Method: 5 Check Reference Number:

Cash Type: Gen Cash City Code:

Check Date: County Code:

Description: Tax Amount:


Notes

6

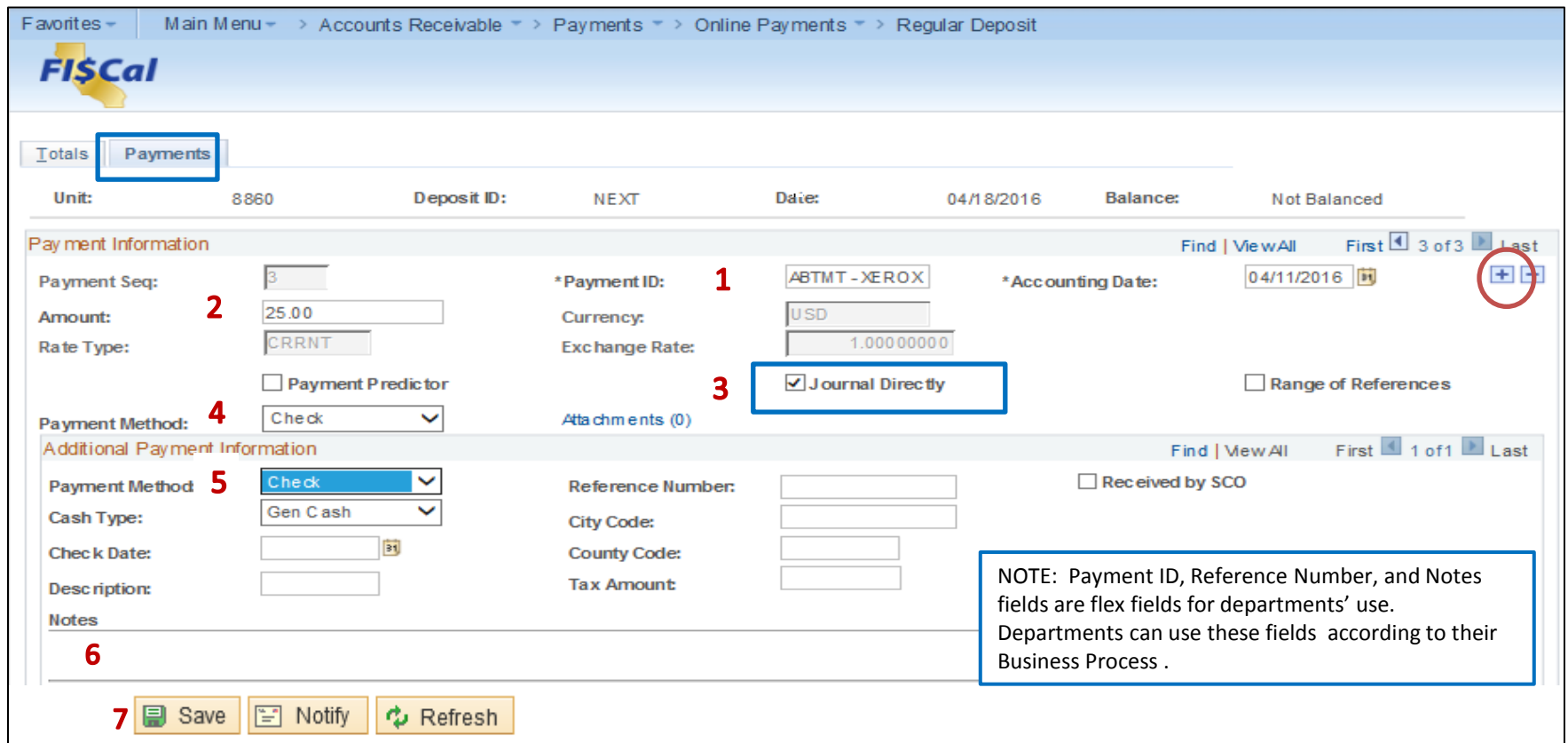
NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

Save Notify Refresh

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts)(cont'd)

Using the scroll bar, scroll back to the top of the page and click the  sign to add a new payment. For unbilled abatements, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 4 - Select "Check" for Payment Method
- 5 - Under the Additional Payment Information, select "Check" for Payment Method and Gen Cash for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 – Click Save




Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI\$Cal

Totals **Payments**

Unit: 8860 Deposit ID: NEXT Date: 04/18/2016 Balance: Not Balanced

Payment Information Find | View All First 3 of 3 Last 

Payment Seq: 3 *Payment ID: 1 ABTMT - XEROX *Accounting Date: 04/11/2016

Amount: 2 25.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor 3 ☒ Journal Directly ☐ Range of References

Payment Method: 4 Check Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

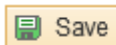
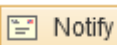

Payment Method: 5 Check Reference Number:

Cash Type: Gen Cash City Code:

Check Date: County Code:

Description: Tax Amount:

Notes 6

7   

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts)(cont'd)

Using the scroll bar, scroll back to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID.
- 2 - The deposit will show “Balanced” when the payments match the control totals

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI\$Cal

Totals Payments

Unit: 8860 Deposit ID: **1** 494 Date: 04/18/2016 Balance: **2** Balanced

Payment Information Find | View All First 3 of 3 Last

Payment Seq: 3 *Payment ID: ABTMT - XEROX *Accounting Date: 04/11/2016

Amount: 25.00 Currency: USD Exchange Rate: 1.00000000

Rate Type: CRRNT

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: Check Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: Check Reference Number: ☐ Received by SCO

Cash Type: Gen Cash City Code: County Code: Tax Amount:

Check Date: Description:

Notes

Submit Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the deposit.

See AR17 – Approve Collection Unbilled Receipt-Uncleared Collection